

## PhD Student Exit Checklist

All graduating students including MD/PhDs returning to the MD phase must complete this checklist to ensure that all requirements are completed prior to departing the program. You must get clearance from the following departments in order to be officially cleared for the deposit of the dissertation. Failure to complete the steps detailed below will result in a delay of your degree conferral.

### **BEFORE THESIS DEFENSE**

- Set thesis defense date with WCGS Coordinator - Denise Jenkins ([djenkins@med.cornell.edu](mailto:djenkins@med.cornell.edu))  
Submit the [Application for Final Examination](#) **30 DAYS** before defense.  
Submit the [Approval of Thesis for Defense](#) **TWO WEEKS** before your scheduled defense.
- International Student:** Meet with Student Services Administrator regarding immigrations/visa status at least **30 DAYS** prior to your defense date and **90 DAYS** prior to your SEVIS end date.  
Clive Liew ([cil4001@med.cornell.edu](mailto:cil4001@med.cornell.edu))

### **AFTER THESIS DEFENSE (or when receiving Terminal Masters)**

- Complete the [Alumni Information Form](#) to ensure that you are updated on WCGS news, events and professional opportunities. This information allows us to better understand and track out alumni outcomes.
- Complete [Survey of Earned Doctorates \(SED\)](#). **PRINT or EMAIL** the completion page and submit it along with the PhD Exit form. The survey results are used by the government to make decisions about graduate education funding, developing and supporting programs.
- Set stipend termination date with your Major Sponsor and inform Manager of Grants & Finance.  
Graduate School default termination date is **60 DAYS** from your defense date. Your thesis **MUST** be completed and approved through ProQuest prior to stipend termination date.  
Finance and Grants ([GSMSFinance&Grants@med.cornell.edu](mailto:GSMSFinance&Grants@med.cornell.edu))
- Clear institutional grants appointment with Senior Grants Administrator at least **ONE MONTH** before termination date.  
Follow the termination guidelines of the funding agency. Termination Notice must be filed through NIH eRA commons for NIH awardees; science and financial reports are required for most fellowships.  
Finance and Grants ([GSMS Finance&Grants@med.cornell.edu](mailto:GSMS Finance&Grants@med.cornell.edu))
- Clear all debts with WCGS through Student Accounting Office – 1300 York Avenue, Room C -114  
Student Accounting ([student-accounting@med.cornell.edu](mailto:student-accounting@med.cornell.edu))
- Insurance Coverage Termination – Please understand that any health, dental, and/or vision insurance coverage will end the last day of the month of your stipend termination date. If you are enrolled in the SHP Health Insurance Plan, Dental Plan and/or Vision Plan you will need to make arrangements for coverage. Graduating students are eligible to extend their health insurance coverage for 3 months for an out of pocket cost. Please see the Student Accounting Graduating PhD FAQ page for complete details.
- Set housing move out date with your respective Housing Office **TWO WEEKS** prior to moving out.  
Your stipend termination date marks your deadline for vacating housing. After this date, your rent can no longer be deducted from payroll and you must move out of your apartment.  
WCM [housing@med.cornell.edu](mailto:housing@med.cornell.edu) or MSKCC [housingoffice@mskcc.org](mailto:housingoffice@mskcc.org)
- Submit dissertation to [ProQuest](#)  
After submitting your thesis in ProQuest, the FINAL Abstract and Dissertation Approval form must be signed by both PI and Associate Dean, Randi B. Silver. Please return the form to the WCGS Coordinator, Denise Jenkins ([djenkins@med.cornell.edu](mailto:djenkins@med.cornell.edu)).

- Return all library resources to WCMC Library.
- Get your tagged device(s) untagged by ITS Smart Desk located in the WCMC Library.
- Be sure to update your permanent/ mailing address with HR before you leave.  
You can update this information via [Employees Self Service \(MyApps\)](#), under “Profile Tile” before your termination date.  
If you need to update this information to receive your W2 after you leave Weill Cornell, please email [hrsc@med.cornell.edu](mailto:hrsc@med.cornell.edu).
- Complete, sign and submit the enclosed PhD Exit Checklist to WCGS Coordinator in person or via email prior to your departure. Denise Jenkins ([djenkins@med.cornell.edu](mailto:djenkins@med.cornell.edu))

**FINAL DAY / STIPEND TERMINATION DATE**

- Return keys and ID badge to lab.
- Return keys to your respective Housing Office.

*By signing my name below, I certify that I have reviewed and completed the items provided in the “PhD Student Exit Checklist” document.*

- PhD Student
- MD/PhD Student

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Print Name (First, Last)

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Signature

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Date

**Note:** If you would like to make your dissertation available in eCommons, please visit [Weill Cornell eCommons Permission Form](#).